

**NORTH CAROLINA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
POLICY ON POWERED INDUSTRIAL FORKLIFT TRUCKS**

1. POLICY

It is the policy of the Department of Agriculture and Consumer Services that all department employees be qualified to drive forklift trucks (also known as powered industrial trucks) in a safe manner to avoid injury and property loss. This policy is intended to establish requirements to ensure employees are trained in the proper use of forklifts, thereby meeting certification criteria set forth in OSHA Standard 1910.178(l-q).

2. SCOPE

This policy applies to all North Carolina Department of Agriculture and Consumer Services' sites and personnel who operate forklift trucks.

3. RESPONSIBILITY

Site managers and/or supervisors are responsible for ensuring all employees who must operate a forklift comply with this policy. The North Carolina Department of Agriculture and Consumer Services' Safety Director shall offer and administer required training upon request of management.

4. DEFINITIONS

- 4.1 Powered industrial truck: any forklift truck or tractor designed to lift heavy loads with full or half-tapered forks attached to the front end.
- 4.2 Certified Driver: a North Carolina Department of Agriculture and Consumer Services' employee who has completed North Carolina Department of Agriculture and Consumer Services' forklift training course. Certification is valid for 3 years as stated on the certification card each employee receives after successful completion of the training.

5. MINIMUM REQUIREMENTS

No employee shall operate a forklift without successfully passing North Carolina Department of Agriculture and Consumer Services' forklift training program. No one from other state agencies or companies shall be allowed to operate a forklift owned by North Carolina Department of Agriculture and Consumer Services. Forklift operators are required to perform and document daily inspections of the forklift when in use. All forklifts shall be equipped with a seat belt and all operators are required to wear it.

6. TRAINING

The North Carolina Department of Agriculture and Consumer Services Safety Director shall develop and administer a forklift training program. The program will contain educational material from video tapes, lecture and booklets. Passing a written examination and driving test is required to receive certification. Recertification is required on a 3 year frequency and annual refresher training is recommended.

7. AUDIT

The site/division shall periodically evaluate the effectiveness of North Carolina Department of Agriculture and Consumer Services's forklift safety program and give appropriate feedback to the safety director.

M e m o r a n d u m

To:	James A. Graham Weldon Denny David Smith Sam Rand Pat Kelley Gary Gay	Maurice Weaver Wayne Miller Howard Singletary Dr. Don Eaddy Geraldine Pearce
From:	Chip Riedeburg Safety Director	
Date:	July 17, 1997	
Subject:	Policy on Forklifts	

Attached is a new safety policy on forklifts which sets forth requirements to meet OSHA Standard 1910.178. Please review the policy. If you have any questions or concerns, please contact me by July 31. If I do not hear from you by then, I will assume tacet approval.

Thank you.

CR:jm
flpolicy.cr